



# Meade Clinical Centre

## Floor directory and information guide

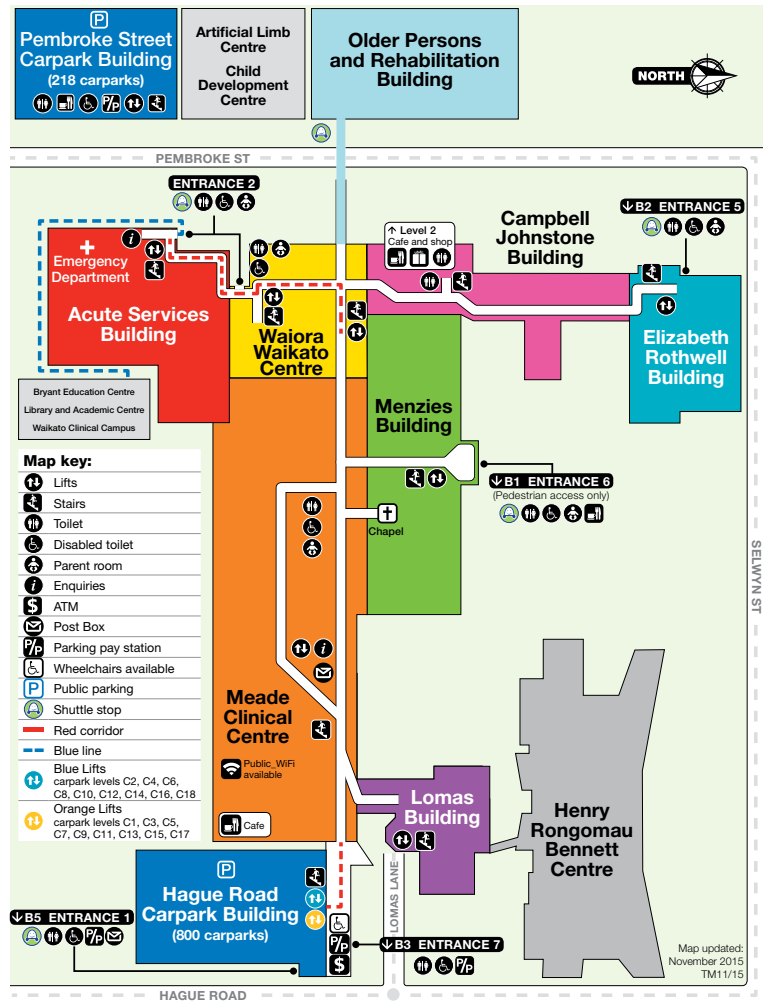
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# Site map

This corridor map shows adjoining buildings to the Meade Clinical Centre.







# Introduction

Welcome to the Meade Clinical Centre floor directory and information guide.

The Meade Clinical Centre is one of the newest buildings on the Waikato Waiora Campus. The final stage of the building was completed in 2014.

This guide is a reference intended to assist staff to locate services and key locations within the building and shows egress routes that will minimise disruption to individuals or services as you move through the building.

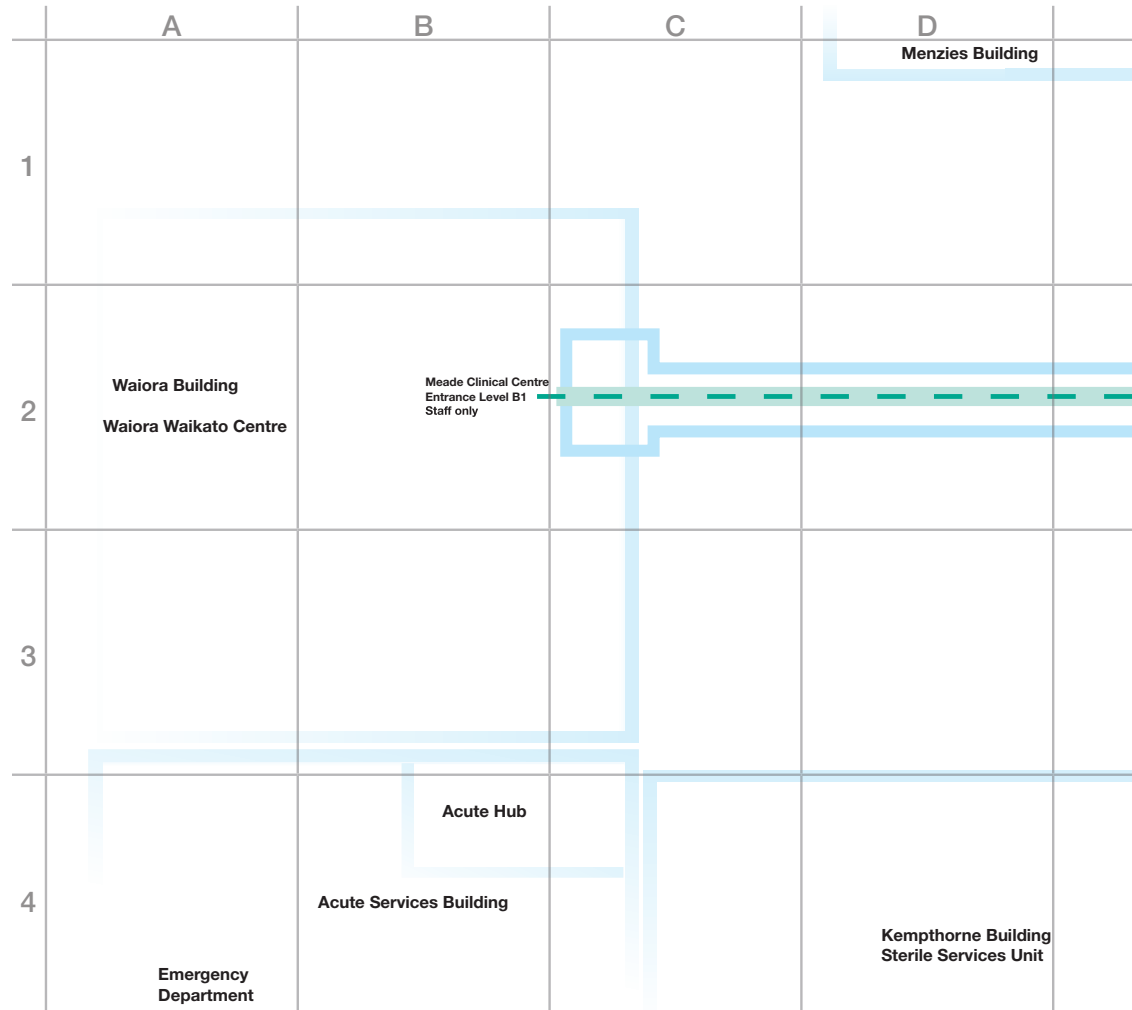
To easily find a service look at the index at the back. This lists each service and the corresponding map location.

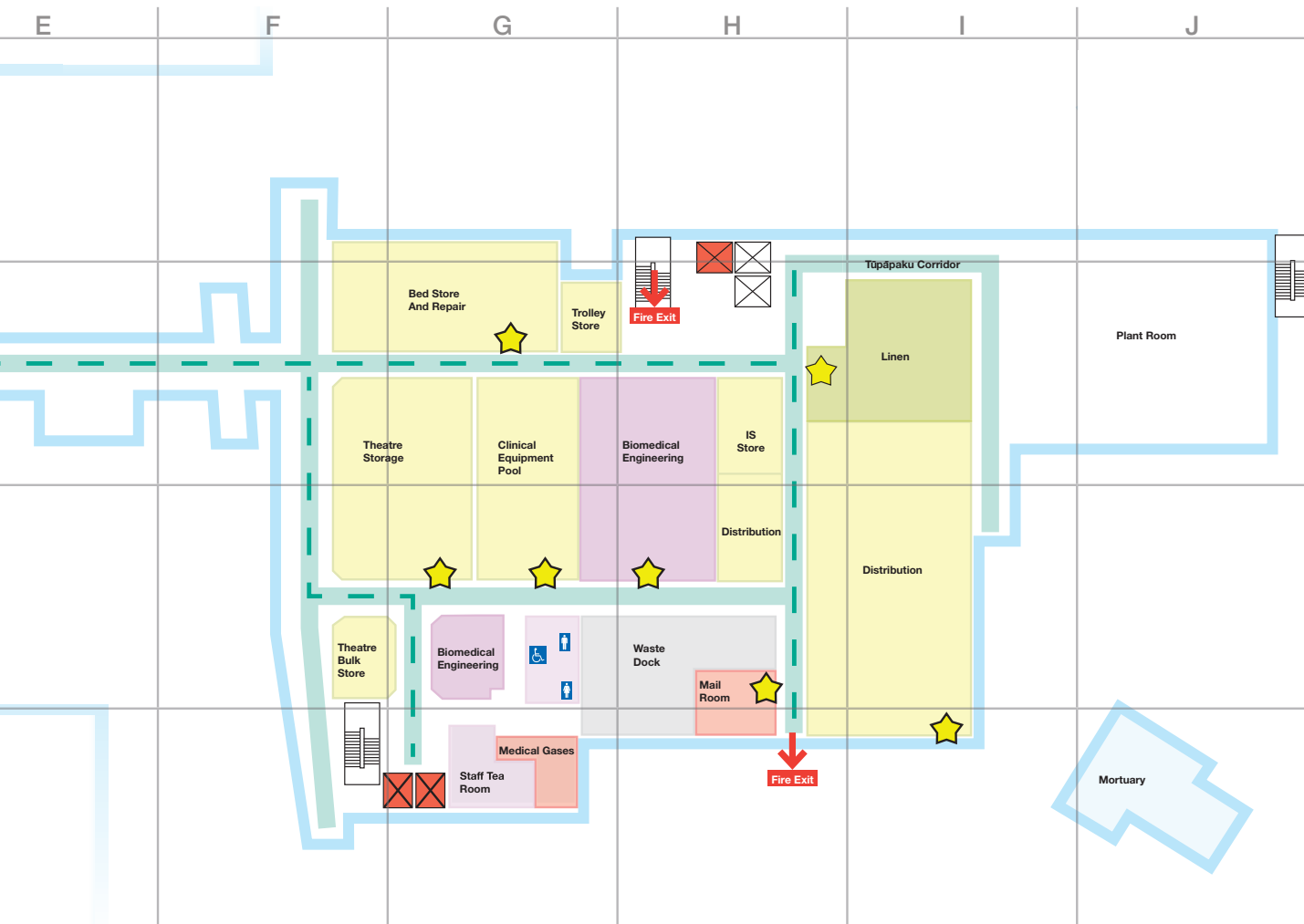
Service orientation is available for staff working in a specific location.

# Level B1

## Map key

-  Public access routes
-  Staff access routes
-  Lifts
-  Stairs
-  Fire Exits
-  Toilets
-  Delivery points
-  Enquiries

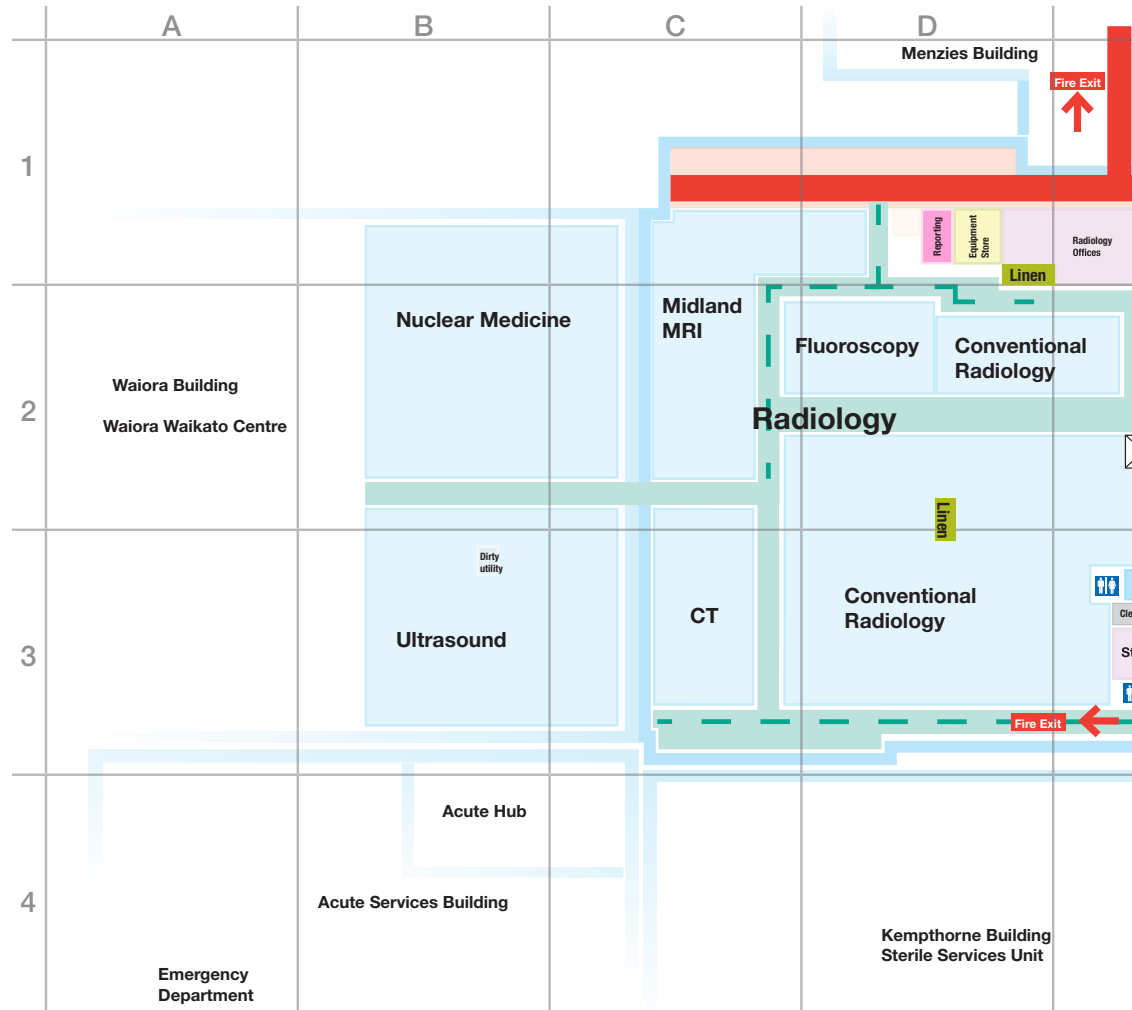




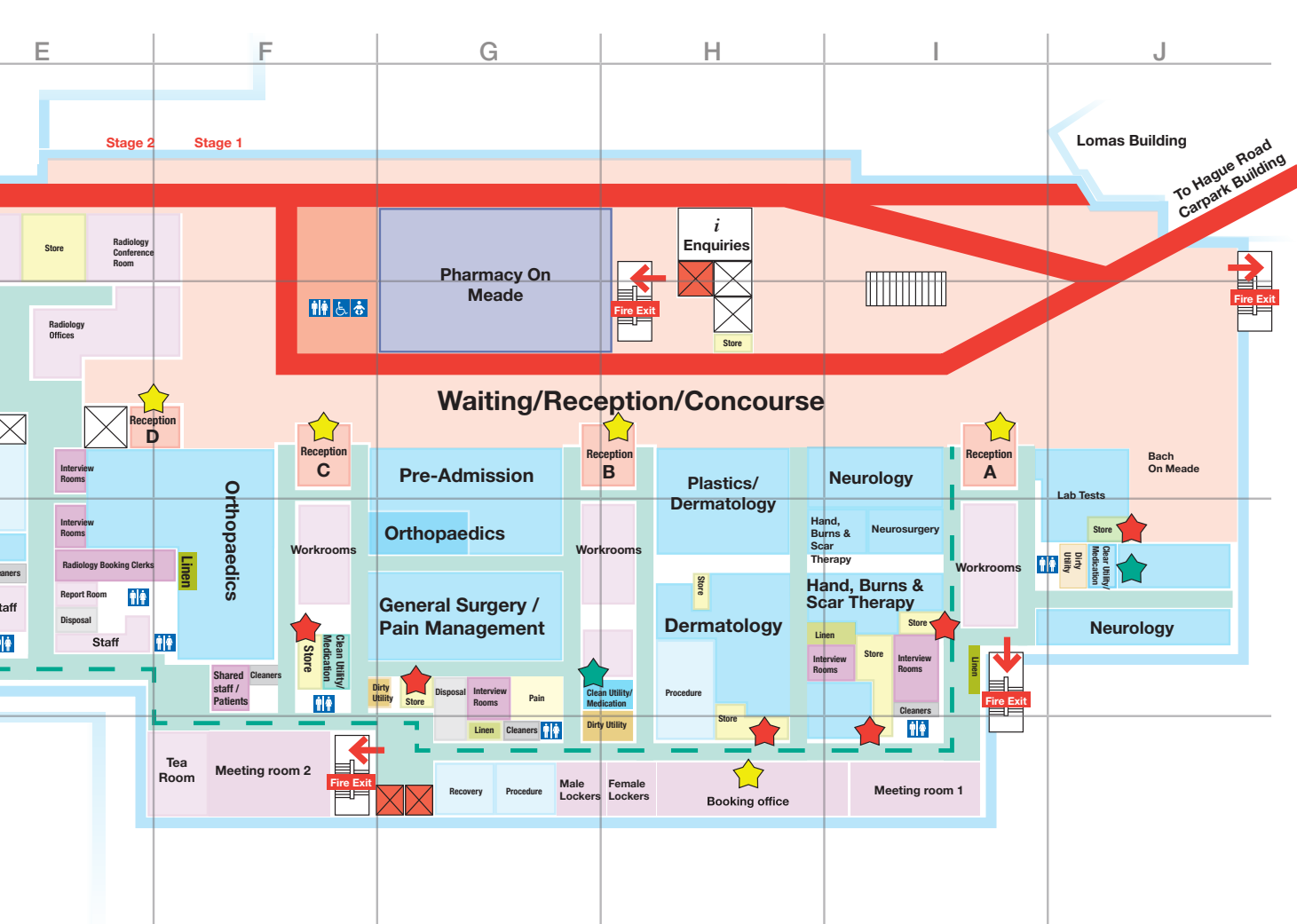
# Level 1

## Map key

-  Public access routes
-  Staff access routes
-  Lifts
-  Stairs
-  Fire Exits
-  Toilets
-  Delivery points
-  Enquiries



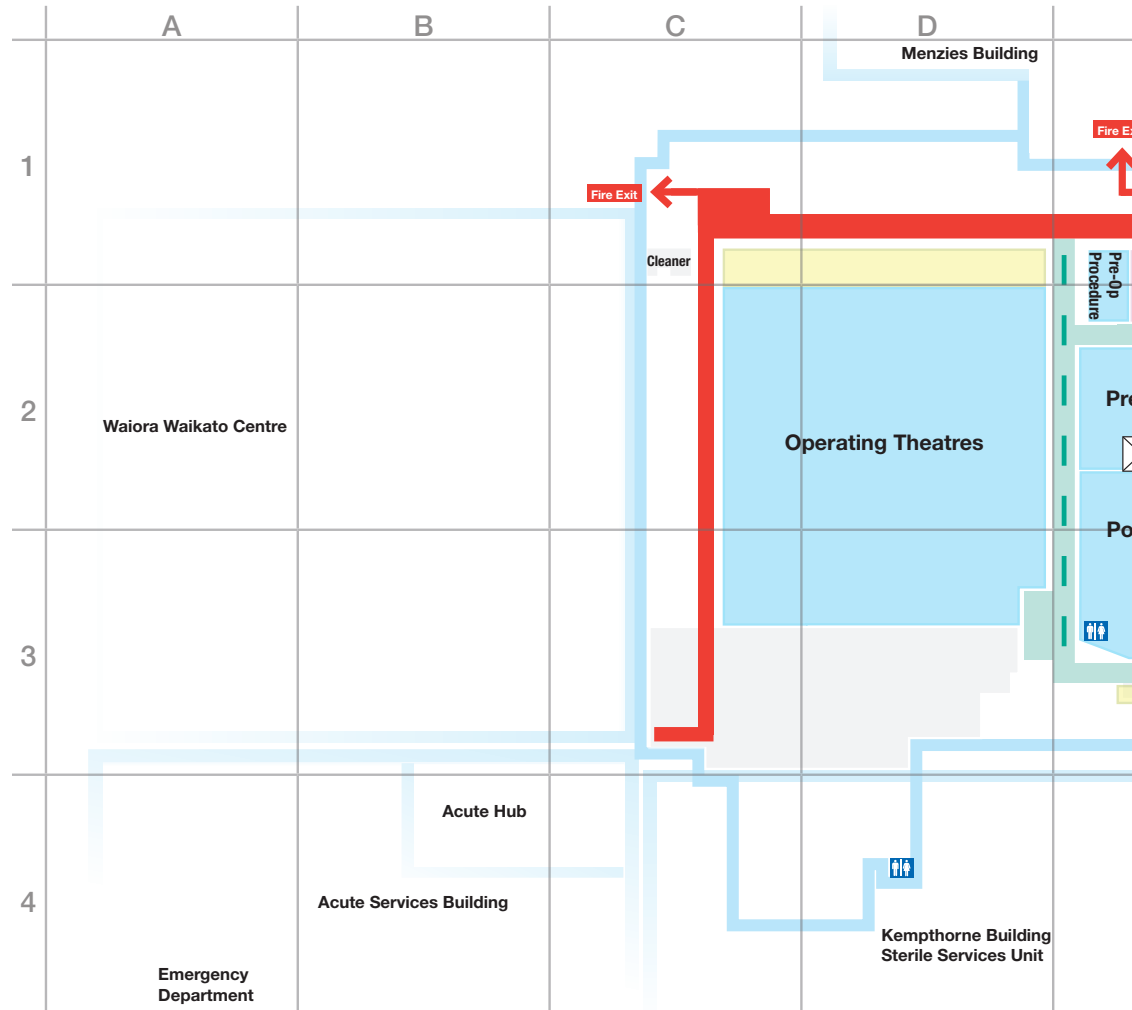


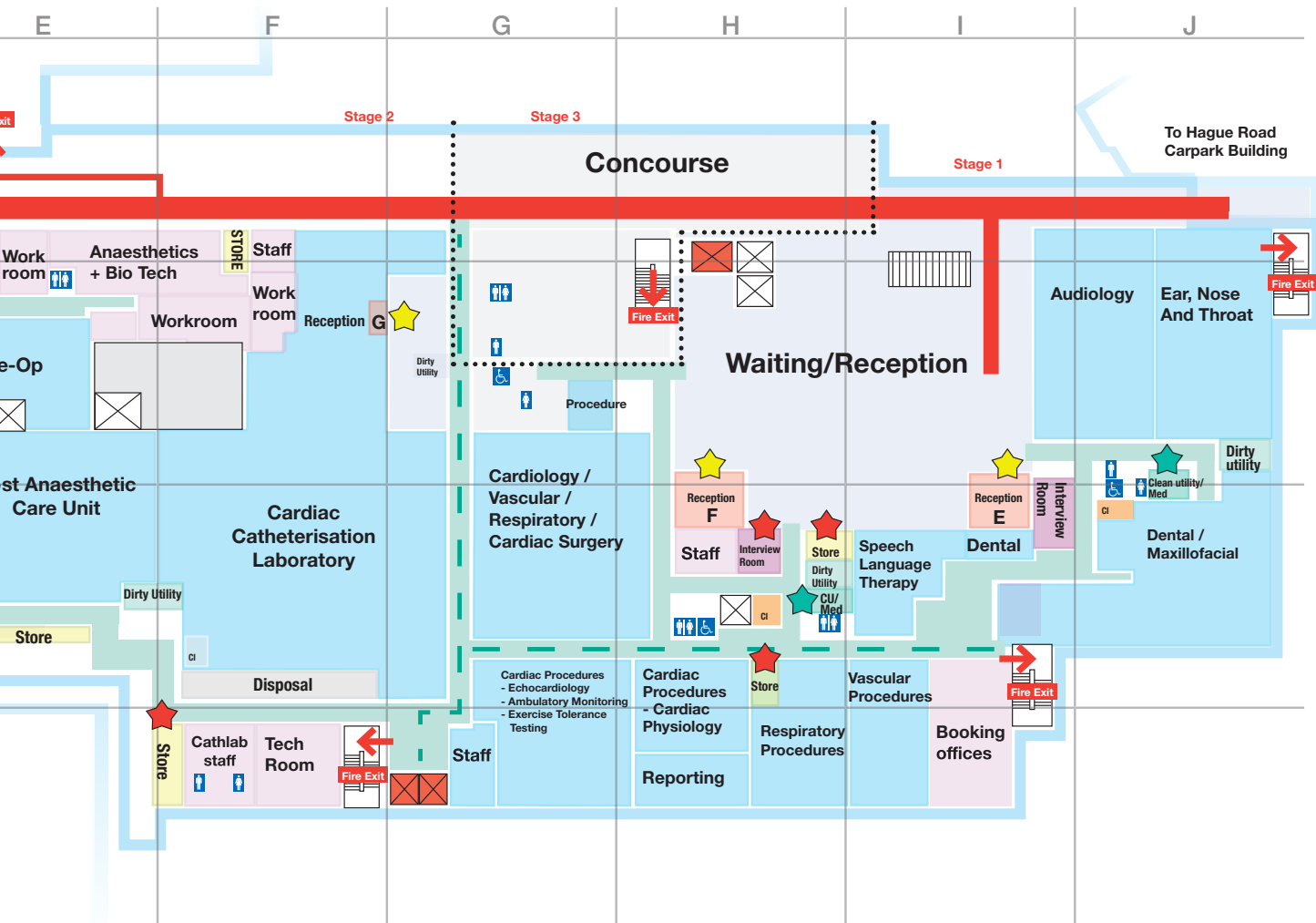


# Level 2

## Map key

-  Public access routes
-  Staff access routes
-  Lifts
-  Stairs
-  Fire Exits
-  Toilets
-  Delivery points
-  Enquiries

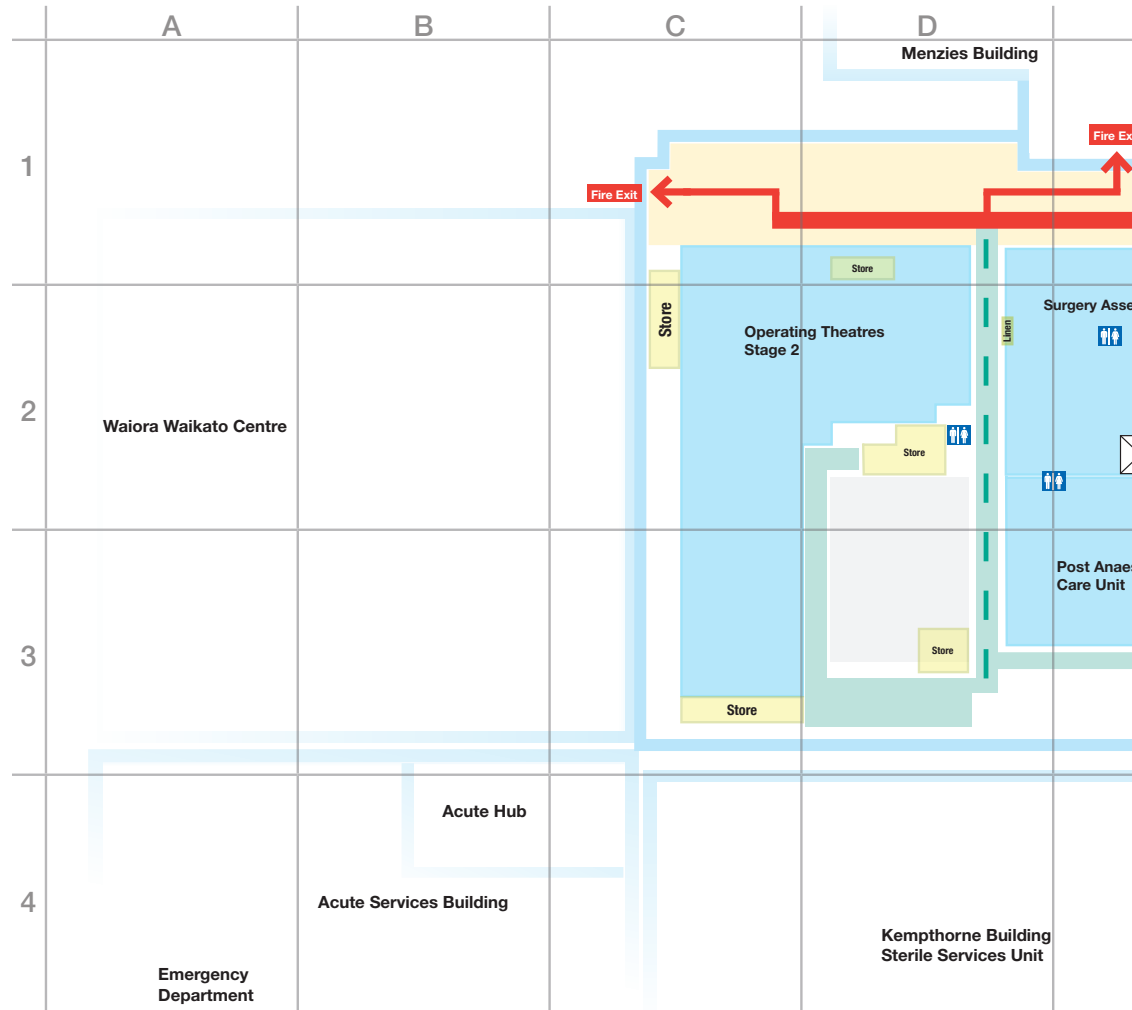


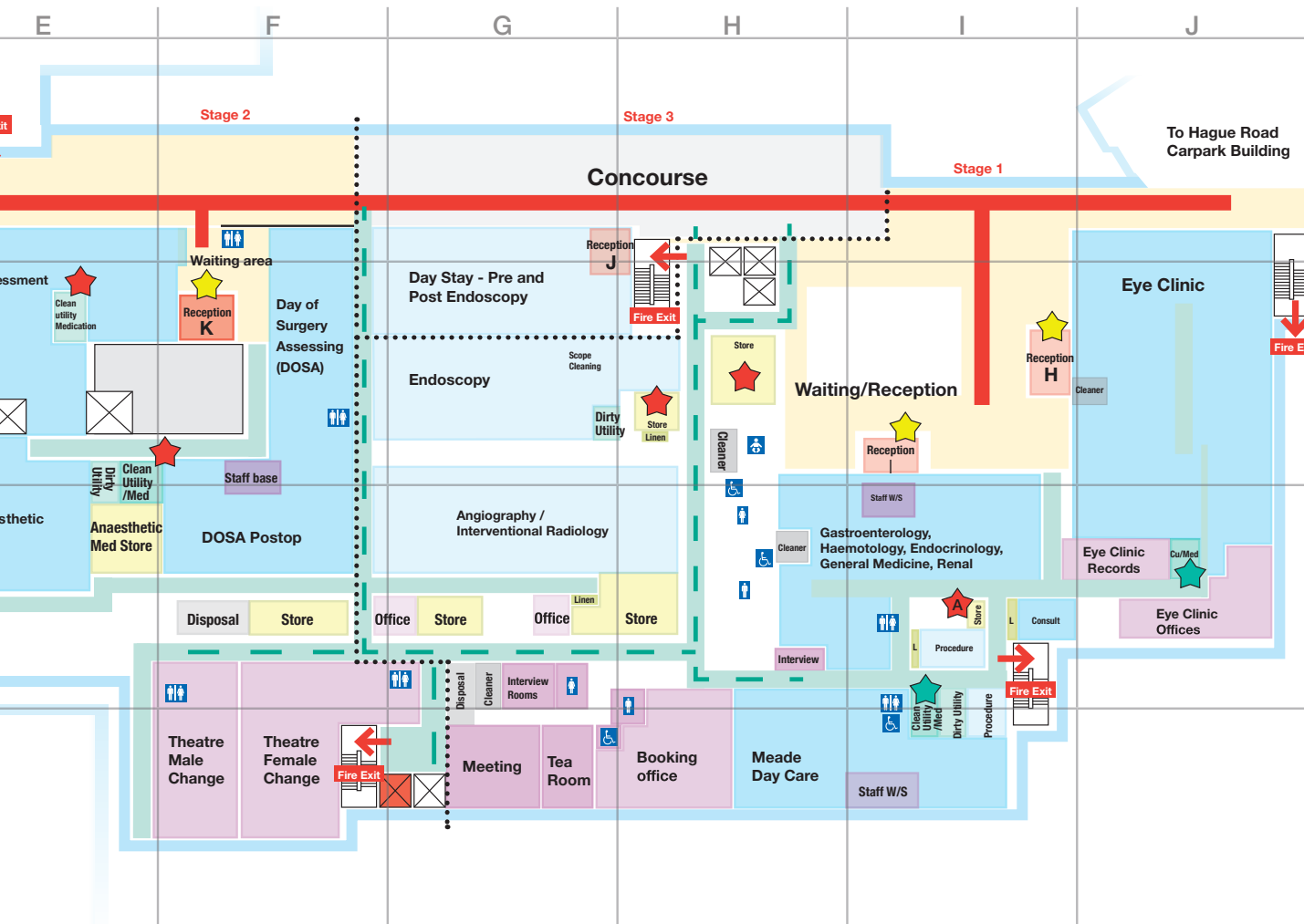


# Level 3

## Map key




-  Public access routes
-  Staff access routes
-  Lifts
-  Stairs
-  Fire Exits
-  Toilets
-  Delivery points
-  Enquiries

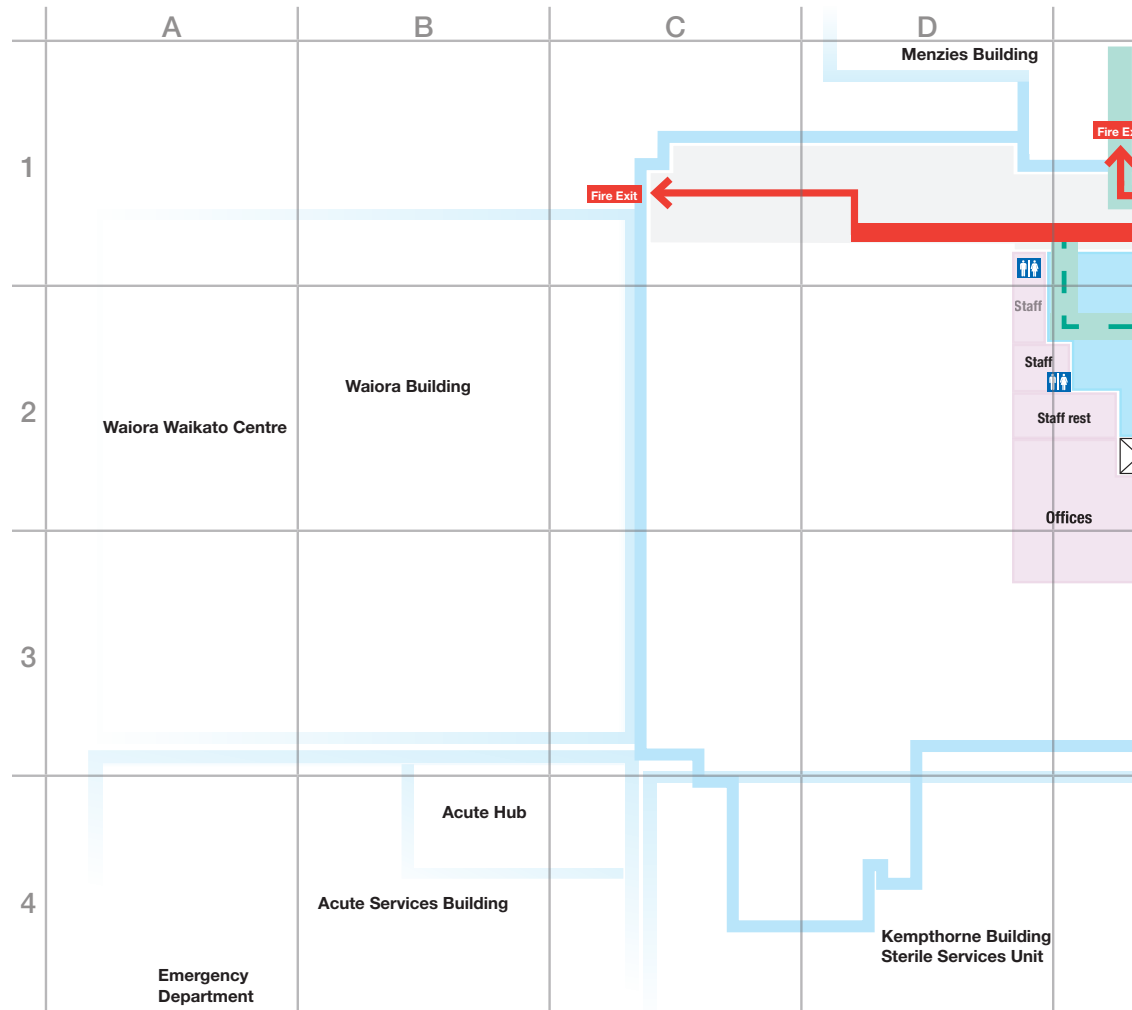


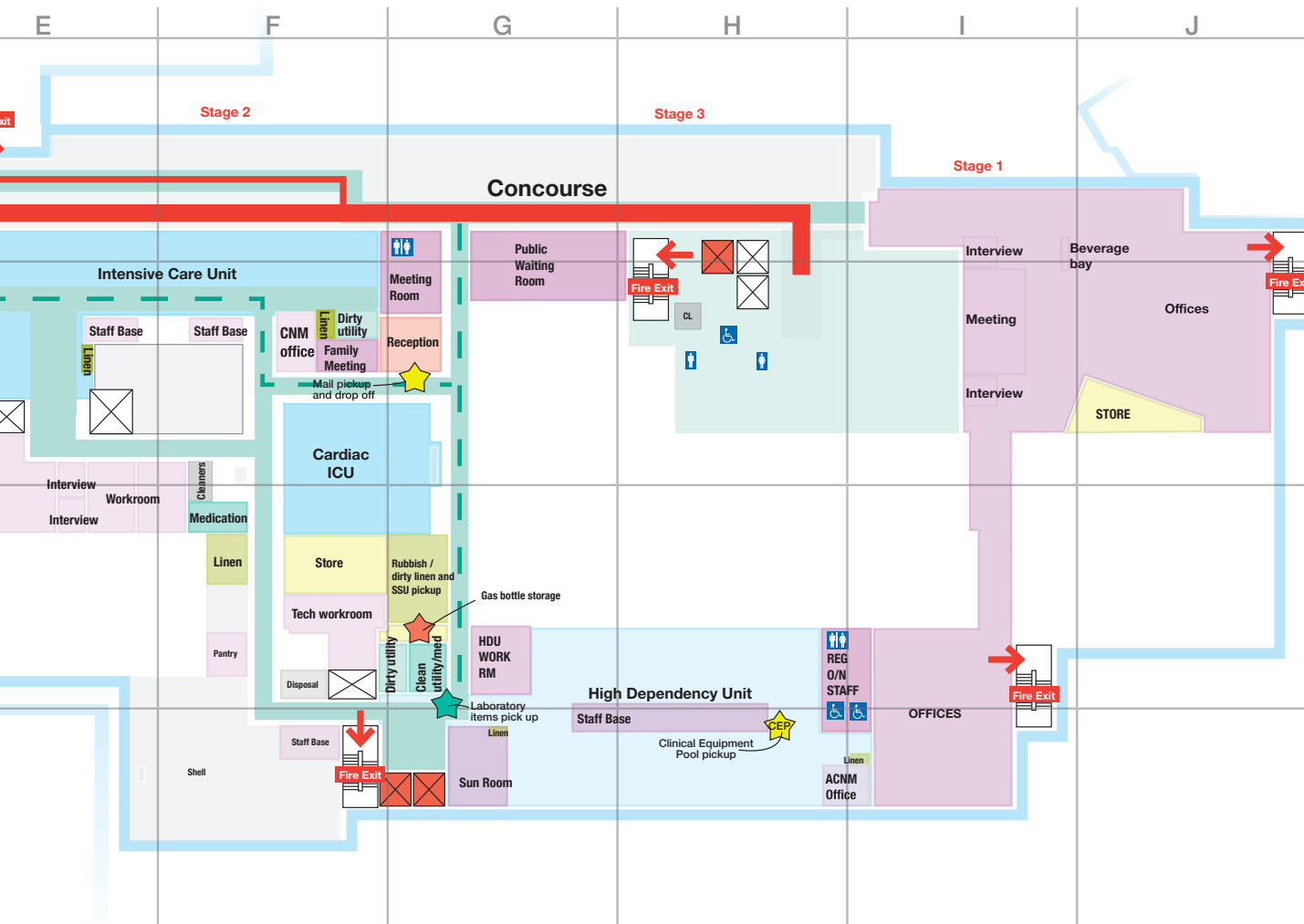


# Level 4

**Map key**

-  Public access routes
-  Staff access routes
-  Lifts
-  Stairs
-  Fire Exits
-  Toilets
-  Delivery points
-  Enquiries







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# General information

## Bags – staff




Locker rooms are available in most areas for permanent staff. Visiting staff should place bags in workrooms or check with staff.

## Baby change table

A Parent Room is located on each level near the public toilets.

## Call bell display

Call bell displays are standardised throughout the new building.

-  **Green display:** patient call for assistance
-  **Yellow display:** staff calling for assistance
-  **Red display:** Emergency assistance required

## Cleaners

Cleaners are in most service areas after hours with the exclusion of level 4. Cleaners rooms are located in all areas and are identified on the floor map.

## Clinic – patient notes

At the end of each clinic day all notes should be returned to the bookers and schedulers office.

## Clinic – procedure lights

Consult room procedure lights are touchless on/off, brighter/dimmer switches. Do not push the button as this will wear them out.

## Disposal rooms

All rubbish, dirty linen and medical waste is collected from disposal rooms on all floors as identified on floor map.

## Lamson tube locations

Lamson tubes are located on all levels:

- Lab Tests – Level 1
- Reception E and Reception F – Level 2
- Medical clinic and Endoscopy staff base – Level 3
- Day of Surgery – Level 3
- Intensive Care – Cardiac – Level 4

## Lost property

Needs to be placed in clear plastic bag. Label with date, time and location found, hold for seven days in area where found then send to Security, level 1 Waioira Waikato Centre.

## Mail

Mail is delivered and collected from reception, bookers and schedulers on level 1, 2 and 3.

Personal mail can be sent using the DX Mail post box opposite Enquiries desk on Level 1.

## Medical gas alarm panel

There are medical isolation valves at various locations on each floor. Report major leak or problems to the coordinator of the service.

NB: Turning off valves affects outlets in an entire zone. During office hours contact Property and Infrastructure ext: 96000. After hours contact duty managers.

## Power points

- **Blue power points** = uninterrupted power supply. Battery back-up ensures no interruption to power supplied. Use for equipment where interruption to function could have significant consequences such as cardiac monitors, ventilators.
- **Red power points** = essential power supply. Power is interrupted for 12-15 seconds until the back-up generator starts. Use for essential clinical equipment.
- **White power points** = non essential power supply. No power supply until power failure is resolved.
- **Brown power points** = cleaner's power. Only cleaning equipment should be plugged into these points. Cleaners are not to use any other power point.
- **Residual Current Device (RCD)** = powered points are protected by RCD. The display light indicates that power is available. If the light is not showing the RCD may have tripped and needs to be reset. Press green button on the unit to reset. If the RCD trips again, unplug the last piece of equipment plugged into the circuit (may be faulty) and reset again. Complete fault card, attach to equipment and arrange repair. If the problem persists, notify Property and Infrastructure.

## Store rooms

Identified on floor map.

## Tea rooms

Tea rooms are located on all floors. Please ensure you remove your rubbish and wipe down tables and bench.



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